



RIVER TRAILS SCHOOL DISTRICT 26

1900 East Kensington Road

Mt. Prospect, IL 60056

AGREEMENT FOR RENTAL/USE OF SCHOOL FACILITIES

(The Administration reserves the right to cancel this Agreement at any time.)

NAME OF ORGANIZATION _____

RENTAL/USE DATE (s) _____ HOURS OF USE _____

TYPE OF ACTIVITY _____ SCHOOL **Euclid** | Indian Grove | RTMS

AREA(s) Classroom Gym Learning Center Teacher Lounge
Please check Cafeteria (☉ see below) Kitchen (* see below)

BASIC RENTAL/USE CHARGES:	CLASSROOM/TEACHER LOUNGE	\$20.00 per hour (1 hr. minimum)
	CAFETERIA ☉	\$20.00 per hour (1 hr. minimum) ☉
	LEARNING CENTER	\$30.00 per hour (1 hr. minimum)
	GYM @ RIVER TRAILS MIDDLE SCHOOL	\$45.00 per hour (1 hr. minimum)
	BUILDING USE ON WEEKENDS	\$65.00 per hour (4 hr. minimum)

★Fees may be waived at the district's discretion.★

☉ * (Does not include the use of the Kitchen. The Kitchen can only be used with the approval of the Food Service Director. The Kitchen charge is \$15.00 per hour, 2 hour minimum. This fee will **NOT** be waived.)

BASIC RENTAL/USE CHARGE _____ SPECIAL CHARGES _____

RENTER/USER NAME _____ HOME PHONE _____

ADDRESS _____ BSN. PHONE _____

RENTER/USER RESPONSIBILITIES AND REGULATIONS

THE RENTER/USER AGREES TO FULFILL AND COMPLY WITH THE FOLLOWING BUILDING USE RESPONSIBILITIES AND REGULATIONS AND LIMIT OCCUPANCY OF THE BUILDING TO THE REQUESTED HOURS. REQUESTS TO CHANGE TIME(S) OR DATE(S) MUST BE APPROVED BY THE BUILDING PRINCIPAL AND THE CENTRAL OFFICE.

1. The renter/user accepts complete responsibility for the supervision of its activity and all people in the building because of the activity. The renter/user must provide appropriate supervision to ensure that the following responsibilities and regulations are carried out and followed.
2. In the absence of a district teacher or administrator, the custodian is in charge of the building. It is expected that directions given by a custodian will be followed. Rudeness and disrespect are unacceptable and will not be tolerated.
3. The area used must be left in the condition in which it was found. When chairs, tables, desks, etc. are used or moved, they must be returned to their original location.
4. The activity and **ALL** individuals, including participants, spectators, parents, etc., must remain in the confined area specified in this agreement. **ALL** other areas of the building are off limits.
5. Roughhousing in the building and running in the halls are prohibited.

6. **NO FOOD OR BEVERAGES** shall be consumed unless special arrangements have been made with the school principal and **ONLY** in the **DESIGNATED AREAS** specified by the principal.
7. Smoking and the use of tobacco are prohibited in all district facilities, on school grounds, and at all district events.
8. No alcoholic beverages or illegal drugs are permitted on school property at any time.
9. Organizations using district facilities will not discriminate on the basis of race, color, religion, age, gender, national origin, ancestry, disability, or any other characteristic protected under federal, state, or local laws and School District #26 policy.
10. I/We agree to reimburse School District #26 for all loss and damage during the time school facilities are used by our organization.
11. I/We agree to indemnify and forever hold harmless School District #26 against any and all claims, demands or actions which may be made against District #26 arising out of any activity occurring during our occupancy of the facilities described above.
12. **INSURANCE REQUIREMENTS:**
As a renter/user of a School District #26 facility, you are required by School Board policy to carry liability insurance per the attached requirements. Evidence of ongoing insurance meeting **ALL** current district specifications and limits must be submitted to the Business Office **BEFORE** approval for building usage will be granted.

13. **AED REQUIREMENTS:**

All renters who will be engaging in physical activity while occupying District 26 premises must have an AED trained individual present during the activity (game, practice, etc.) A MAP OF THE LOCATION OF THE AED IS ATTACHED. Please keep this map for your reference.

CONSEQUENCES

Consequences for failure to fulfill and comply with Renter/User responsibilities and regulations:

- Ⓢ Failure to fulfill and comply with Renter/User Responsibilities and Regulations may result in the immediate termination of this agreement.

SIGNATURES:

(RENTER/USER)

(TODAY'S DATE)

(BUILDING PRINCIPAL)

(TODAY'S DATE)

(CENTRAL OFFICE)

(TODAY'S DATE)

RENTER/USER PLEASE NOTE:

Sign the agreement and return it, along with proof of insurance, to the building principal. The Building Principal and Central Office Personnel must approve **All** requests. You will receive a confirmation of the approval or denial of your rental/use agreement. Your signature indicates that you have read and understand this agreement, including your responsibilities, the regulations, and the consequences for failure to fulfill and comply with them.



FOR OFFICE USE ONLY:



River Trails School District 26
1900 East Kensington Road
Mt. Prospect, Illinois 60056

Administrative Procedures

AGREEMENT FOR RENTAL/USE OF SCHOOL FACILITIES

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ORGANIZATIONS

All organization representatives are to pick up the “*Agreement for Rental/Use of School Facilities*” form and a copy of School District 26 insurance requirements from the school principal’s office. All areas of this form must be completed that pertain to the organization requesting building usage and documentation of current insurance requirements must be attached.

PRINCIPALS

Once this form is completed in its entirety and documentation of insurance has been attached, the organization representative is to leave this form with the principal. The principal is to review the form to make sure that all obvious information has been completed before the organization representative leaves the premises. The principal checks availability from the building calendar. If date(s) and space is/are available and proof of insurance is attached, the principal signs the form and forwards it, along with the documentation of insurance, to Mrs. Lyndl Schuster in the Business Office. If the dates and space are not available or insurance verification is not attached, the form is rejected and not forwarded to Mrs. Schuster. Once the original form has been approved by the Central Office it will be returned to the school, at which time the principal will notify the organization of the approval.

BUSINESS OFFICE

The Business Office (Mrs. Schuster) will verify that the organization is in full compliance with current insurance requirements, complete the fee area, if any, and return approved forms to the building principals. A copy of the form and verification of insurance will be kept in the Business Office.